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PRB Guidelines to Respond to Authors

Please note – C/PRB or proxy should review and approve any objection/no objection correspondence that deviates from the standard language regardless of form (email, LN, memo, letter).

Former Employees *(assuming no cover concerns)

•Substantive Manuscripts •All-Inclusive Letter resort and attach always use the All- Always use the All- Use email as a last resort and attach scanned version of the up that a response	
1	
Books / Inclusive letter All-inclusive letter. will be coming by coming by coming by mail. Disclaimer	
Plays, objections). Letter should also be sent. Disclaimer typically required	•
(thesis or typically required.	
dissertation)	
• Time- • All-Inclusive Reply Approvals – use all- Objections – use	_
Critical, • Verify receipt inclusive reply without all-Inclusive reply	,
Short Pieces appeal language. No but use appeal	'
Use All-Inclusive disclaimer is required. language. No	
Op-Ed/Article, reply via same vehicle disclaimer	
Academic (LN or AIN) as required.	
submission was	
received. Request	
author acknowledge	
receipt.	
• Academic • All-Inclusive Letter (See above sections.) (See above	
or sections.)	
(See above – • All-Inclusive Reply	ı
depending on whether thesis,	
, i	
dissertation or time-critical) (See above sections.)	- 1
	\dashv
Ti in the same and	.
Presentations inclusive reply without all-Inclusive reply appeal language.	,
Speeches / Use All-Inclusive Disclaimer typically language.	
PPT / Maps / reply via same vehicle required. Disclaimer	
etc. (LN or AIN) as typically required.	
submission was	
received. Request	

(b)(3) CIAAct (b)(3) NatSecAct
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author	acknowledge		 		
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Current Employees (staff or contractor) *(assuming no cover concerns)

•Substantive	•All-Inclusive	•All-Inclusive	•All-Inclusive	• All Inclusion
Manuscripts	Letter mailed or	Letter mailed or	Letter mailed	• All-Inclusive
	attached to LN	attached to LN		Letter mailed
Books /	aviation to Div	attached to Liv	or attached to LN	or attached to
Screenplays /	Always use the All-	Always use the		LN
Plays,	Inclusive letter	All-Inclusive	Always use the	Almong use the
Academic	(objections or no	letter (objections	All-Inclusive	Always use the All-Inclusive
(thesis or	objections) either	or no objections)	letter	letter
dissertation)	mailed or attached	either mailed or	(objections or	1 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -
,	to LN.	attached to LN.	no objections)	(objections or
		Disclaimer	either mailed or	no objections) either mailed or
		typically	attached to LN.	attached to LN.
		required.	Disclaimer	Disclaimer
		required.	typically	
			required.	typically required.
•All Others	•All-Inclusive	Approvals – use	Objections	Use all-
	Reply	all-inclusive	use all-	inclusive reply
	• Verify receipt	reply without	Inclusive reply,	with or without
		appeal language.	but use appeal	appeal language
1	Use All-Inclusive	Disclaimer	language.	depending on
`	reply via same	typically	Disclaimer	circumstances.
	vehicle (LN or	required.	typically	circumstances.
	AIN) as submission	1	required.	
	was received.			
	Request receipt			·
	acknowledgement.			

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